

# Standard Operating Procedure (SOP): Quality Control

SOP Number	
Effective Date	
Revision Number	
Department	Quality Control
Prepared By	
Approved By	

## 1. Purpose

Describe the purpose and objectives of this SOP in ensuring product/service quality.

## 2. Scope

Define the scope of application — processes, departments, or products covered under this SOP.

## 3. Responsibilities

- **Quality Control Manager:** [Responsibility details]
- **QC Inspectors:** [Responsibility details]
- **Other Staff:** [Responsibility details]

## 4. Definitions

Term	Definition
QC	Quality Control
[Term]	[Definition]

## 5. Procedure

1. Receive materials and perform incoming quality inspection.
2. Document inspection results and report nonconformities.
3. Approve or reject materials based on quality standards.
4. Perform in-process quality checks as per [instructions/statistics].
5. Document and escalate critical issues to management as necessary.
6. Archive all QC inspection records in accordance with retention policy.

## 6. Records

- Inspection Reports
- Nonconformance Logs
- Corrective Action Reports

## 7. References

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- Quality Manual
- ISO 9001:2015
- [Other applicable documents]